

To: McClain-Vanderpool, Lisa[Mcclain-Vanderpool.Lisa@epa.gov]
From: Portillos, Christine
Sent: Thur 8/13/2015 1:42:49 PM
Subject: RE: overtime for last weekend

Hi Lisa,

First all overtime worked in the R8 needs supervisor approval and as you mentioned hours beyond regular hours is overtime not comp time. The codes have been added to your PPL. When correcting prior pay period please put in pay period end date for last pay period then load your favorites and put in your hours. I will need the approved form for OT.

Thank you

Christine Portillos

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From: McClain-Vanderpool, Lisa
Sent: Thursday, August 13, 2015 6:55 AM
To: Portillos, Christine
Subject: overtime for last weekend

Christine – do you have the codes we're supposed to use for the Gold King Mine? I didn't get my hours into it before the end of the last pay period! Things were too crazy. Let me know what I need to do to amend it. There are many of us who will be charging overtime or whatever we're supposed to do.

Lisa

Lisa McClain-Vanderpool

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